



New Jersey Department of Environmental Protection Notice of Vacancy

Filling of this position is contingent upon further approval process

Title: Analyst Trainee

Posting Number: COMM-2021-22

Open to: General Public

Workweek: 35 (35-hour) Workweek

Salary: (P95) \$45,521.43 (Non-Negotiable)

Opening Date: 12/13/2021

Closing Date: 12/28/2021

Existing Vacancies: One (1)

Program/Location: Department of Environmental Protection
Deputy Commissioner Legal, Regulatory & Legislative Affairs
Office of Enforcement Policy - Bureau of Local Environmental Management and Right to Know
401 East State Street - 4th Floor
Trenton, NJ 08625

Scope of Eligibility: Open to candidates who meet the requirements below.

Description: Under the direction of a supervisor in a State department or agency, as a trainee and productive worker, receives on-the-job training in analytic practices/procedures and application and research and preparation of reports, completes assignments which will provide practical analyst experience and/or learns to review and analyze financial reports; does other related work.

Specific to the Position: Performs duties of appropriate difficulty and coordinates with staff involved with review, analysis, and appraisal of current department administrative procedures, organization, and performance, and prepares recommendations for changes and/or revision. Collaborates with organization staff to review programs/activities and evaluate their administration, objectives, efficiency, effectiveness, and suitability to current conditions, costs, and accomplishment.

Preferred Skill Set: Strong Microsoft Office skills especially in Excel and Word.

Requirements

Education: Graduation from an accredited college or university with a Bachelor's degree. NOTE: All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

License: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility is necessary to perform the essential duties of the position.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

Authorization to Work: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

Note: Interviews will be granted based on the cover letter, resume and credentials submitted in response to this notice. Applicants may be required to provide a copy of their transcripts at time of interview.

Veteran's Preference: To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit <https://nj.gov/military/veterans/services/civil-service/preference/>

Submit Letter of Interest, Resume and e-mail address by 4:00 PM on the Closing Date to:

Melissa Burk-Pocino

E-mail Address: Executive.Resumes@dep.nj.gov

Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

Posting Authorized By: Phiroza Stoneback, Manager
Division of Human Resources

The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.